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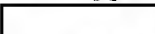
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MEMORANDUM FOR: DDP
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DDSSUBJECT : Microfilm Information Seminar for
Support Officers

1. We are holding a special two-day seminar designed for Support officers on 20 and 21 January 1972. This seminar will follow the special half day seminars we are running for office heads and other key personnel in the various directorates.

2. This introductory seminar is intended for Support officers currently concerned with the feasibility, design, and implementation of a microfilm information system. I am also interested in exposing all Support officers to this rapidly changing medium of information handling and processing in order that they can effectively contribute to the expanded use of microfilm in their respective offices. The seminar will go into detail on microfilm analysis considerations, look at individual office applications and encourage questions and discussions. Attached as Tab A is a course outline.

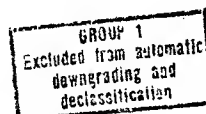
3. For this first in a series of microfilm seminars, we suggest you send the personnel in the attached listing, Tab B. There will be subsequent seminars for mid-level careerists and special sessions for senior "S" careerists in the upcoming year. Thus if any of the "S" careerists listed cannot attend, you may substitute within your component.

4. The seminar will be conducted by  and personnel from the Support Services Staff and Printing Services Division.  has been cleared through Top Secret and is under contract as an Agency consultant on microfilm applications. He is familiar with the systems employed in the Agency. This will be his fourth "in-house" microfilm seminar.

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5. Please confirm those attending by calling [redacted]

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[redacted] prior to 12 January. [redacted]
[redacted] will answer any questions you may have on this seminar.

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Robert S. Wattles
Assistant Deputy Director
for Support

Attachments

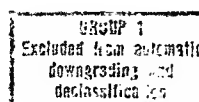
DDS/SSS/HEP:CLC:rf (20 Dec. 71)

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COURSE OUTLINE

I. INTRODUCTION

- A. Topics to be Discussed and Objectives
- B. Background and History of Microfilm and Its Uses
- C. Review of Currently Available Microforms
- D. Preparation
- E. Uses
- F. Advantages and Disadvantages of Each

II. SYSTEM DESIGN CONSIDERATIONS

- A. Evaluation of the Need for a Microfilm Information System
- B. Economics of a Microfilm Information System
- C. Input/Output Considerations and Problems
- D. Centralized vs. Decentralized Systems
- E. Legality of Microfilm

III. HARDWARE OVERVIEW

- A. Cameras
- B. Readers
- C. Reader Printers
- D. Microform Duplicating Equipment
- E. Automated Retrieval Devices
- F. Closed Circuit Television Systems
- G. Magnetic Tape to Microfilm Devices (C.O.M.)
- H. Microfilm to Magnetic Tape Devices (C.I.M.)
- I. Film to Tape Devices
- J. Indexing Techniques

IV. OPERATIONAL SYSTEMS

- A. Roll and Cartridge Systems
- B. Aperture Card Systems
- C. Microfiche and Microthin Jacket Systems
- D. Optically Encoded Microfilm Systems
- E. Ultrafiche Systems
- F. Video tape Systems
- G. Remote Transmission Systems

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MEMORANDUM FOR: Mr. Wattles

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Attached are memo's for your signature


 to enlist their help in getting our mid-level Support officers to the microfilm seminar we are running especially for Support officers on 20-21 January.

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Recommend
4 signatures -
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